

Workforce Management and Training Committee Terms of Reference

Purpose:

The Workforce Management and Training Committee (WFMTTC) provides a forum for the NOAA workforce management and training communities to address NOAA people and training issues at a corporate level; to develop training and leadership policies; and to support the Human Capital Council (HCC) and its associated Committees in advancing a diverse, highly skilled, motivated and effective workforce capable of accomplishing NOAA's mission. Challenges for consideration by the Committee will focus around implementation of the goals associated with NOAA's Strategic Human Capital Management Plan, including the following.

- Align human capital management policies, programs, processes, and systems to support accomplishment of the NOAA mission, vision, goals and priorities.
- Recruit, hire, develop, and retain a diverse workforce with the competencies necessary to accomplish the Agency mission.
- Ensure NOAA has leadership with the technical and managerial knowledge and skills needed to accomplish its strategic goals and priorities.
- Create a responsive, high-performance culture.
- Promote knowledge-sharing, continuous learning and improvement, and a climate of open communications.

The Committee may also consider:

- Topics requested by any of its members
- Topics referred by the HCC or NOAA Executive Panel (NEP)

Membership:

- Co-Chair – Deputy Director for Workforce Management Office
Co-Chair – Director, Training Division, National Weather Service
- Principals/Voting Members - a senior official at the GS-14 level or above appointed by the following Line and Corporate Offices.

National Environmental Satellite, Data, and Information Service
National Marine Fisheries Service
National Ocean Service
National Weather Service
Office of Oceanic and Atmospheric Research
Program Planning and Integration
Office of Marine and Aviation Operations
NOAA Management and Administration

- Advisors - provide technical advice and assist in the implementation of the activities addressed in the Committee.

Director for NOAA Corporate and Strategic Human Capital Initiatives
 Director WFM Client Services
 Director for Diversity
 Office of Civil Rights
 Office of Education
 Office of Program, Analysis and Evaluation
 Other ad hoc advisors/subject matter experts, including Goal Team representatives, based on the issue or at the request of the Chair.

Non-NOAA representation will be included on appropriate subcommittees that will address issues which impact the servicing of these clients. Any member or advisor may send a designee to a meeting so long as the designee is empowered to act on behalf of the member or advisor.

Roles and Responsibilities:

The WFMTTC is established as a standing committee of the HCC and shall meet at least monthly. Members are expected to represent the whole of NOAA while bringing forward program interests of their Line or Corporate Offices from both headquarters and the field.

The Committee is an official strategic workforce development, program review, advisory and recommending body. Members are expected to participate in the development of policies, programs, and other initiatives; be prepared to discuss the strengths and weaknesses of proposals brought before the Committee; and make recommendations and provide expertise to the HCC and NEP for their final decision(s). The Committee can establish sub-committees to effectively carry out its purpose and objectives. Any sub-committee(s) established will report their findings/recommendations back to the Committee.

The Presidential Management Fellows Panel reports as needed to the WFMTTC. Their primary purpose is to provide a forum for discussing ideas and proposals for sharing best practices within NOAA's PMF Program.

Decision Making Process:

Decisions will be accomplished by informed consensus. The Chairs will strive for consensus on every issue, but if consensus cannot be achieved the final decision will be made by the Chairs. Committee members not in attendance and not represented by an alternate can vote by proxy.

Charter:

The Committee will support and advise the HCC, work collaboratively with other Committees associated with the HCC, and play a pivotal role in:

- championing excellence in the employment, retention and development of an effective workforce.
- focusing on people as the primary drivers of “business” performance;
- enhancing the execution of workforce management and training initiatives across line organizations and NOAA;
- recommending resources to implement programs
- recommending tools to develop the knowledge and skills of NOAA supervisors, managers, and employees
- representing bureau-wide views, concerns and interests regarding workforce management and training issues
- serving as an advocate to advance people issues and workforce solutions;
- focusing training to bring about strategic organizational change; and
- serving as a focal point for the Workforce Management Program Manager under the Program Support Sub-goal in the NOAA Planning, Programming, Budgeting and Execution System (PPBES) process.

Committee Procedures:

Timely notifications will be provided by email to Committee membership specifying meeting date, time, location, agenda and any materials needed to make decisions. All background materials to be reviewed by members prior to a meeting will be sent to members at least two business days (48 hours) before the meeting.

A Secretary will be designated to record the actions, procedures and policies recommended, along with documentation of the decisions and rationale for policy approvals/disapprovals. Written records of meetings shall be maintained. Draft meeting summaries will be issued via e-mail within five business days and finalized five business days thereafter. At each monthly meeting, the prior month’s minutes and action items will be reviewed, and the current month’s updated status and progress will be documented.

Contact Persons:

Co-Chair: Monica Matthews 301-713-6301

Co-Chair: Percy Thomas 301-713-0280 x178

Advisor: Barbara B. Boyd 301-713-6360

Advisor: Nancy Nicholson 301-713-6373

Secretary: Bethany Hale 301-713-6372